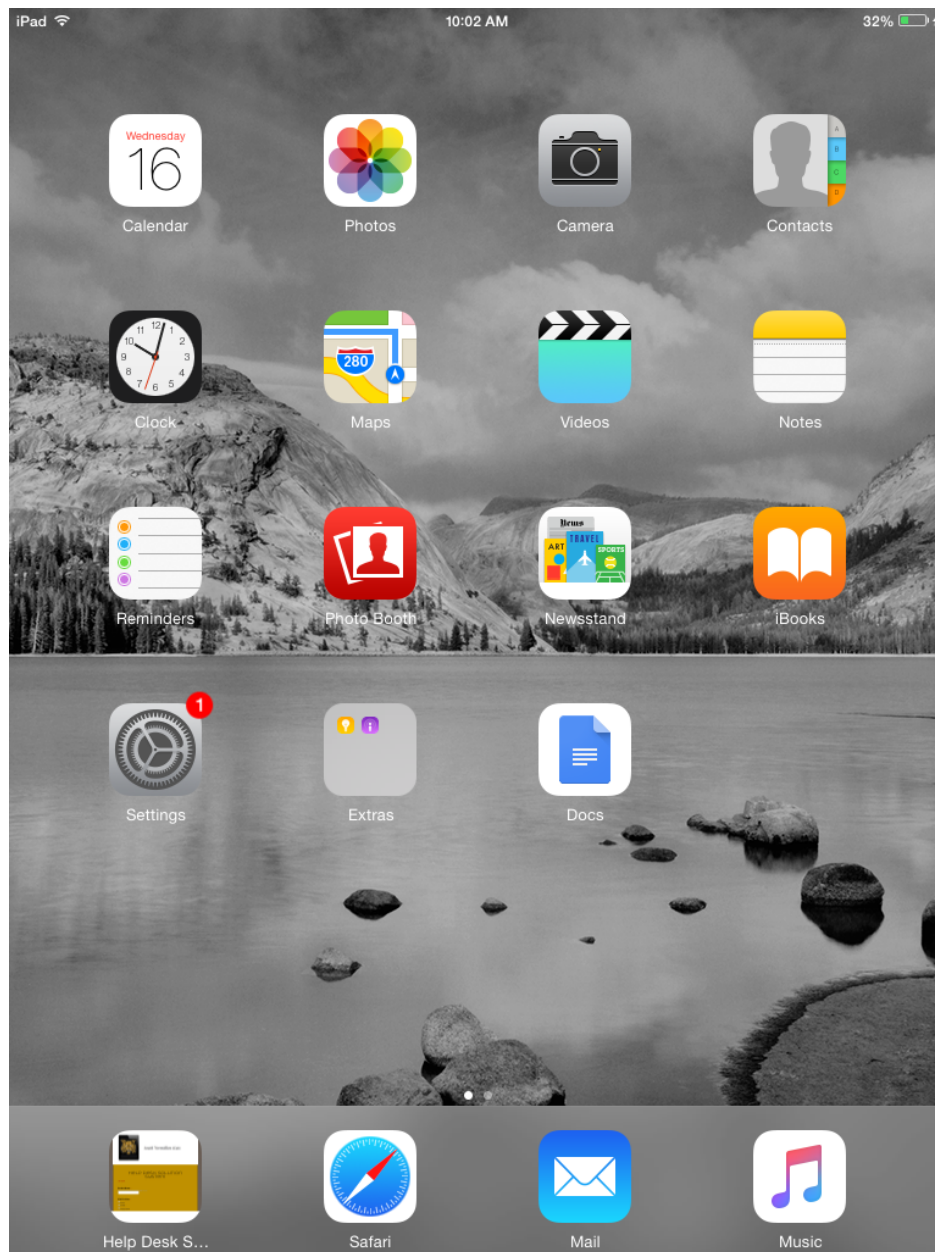
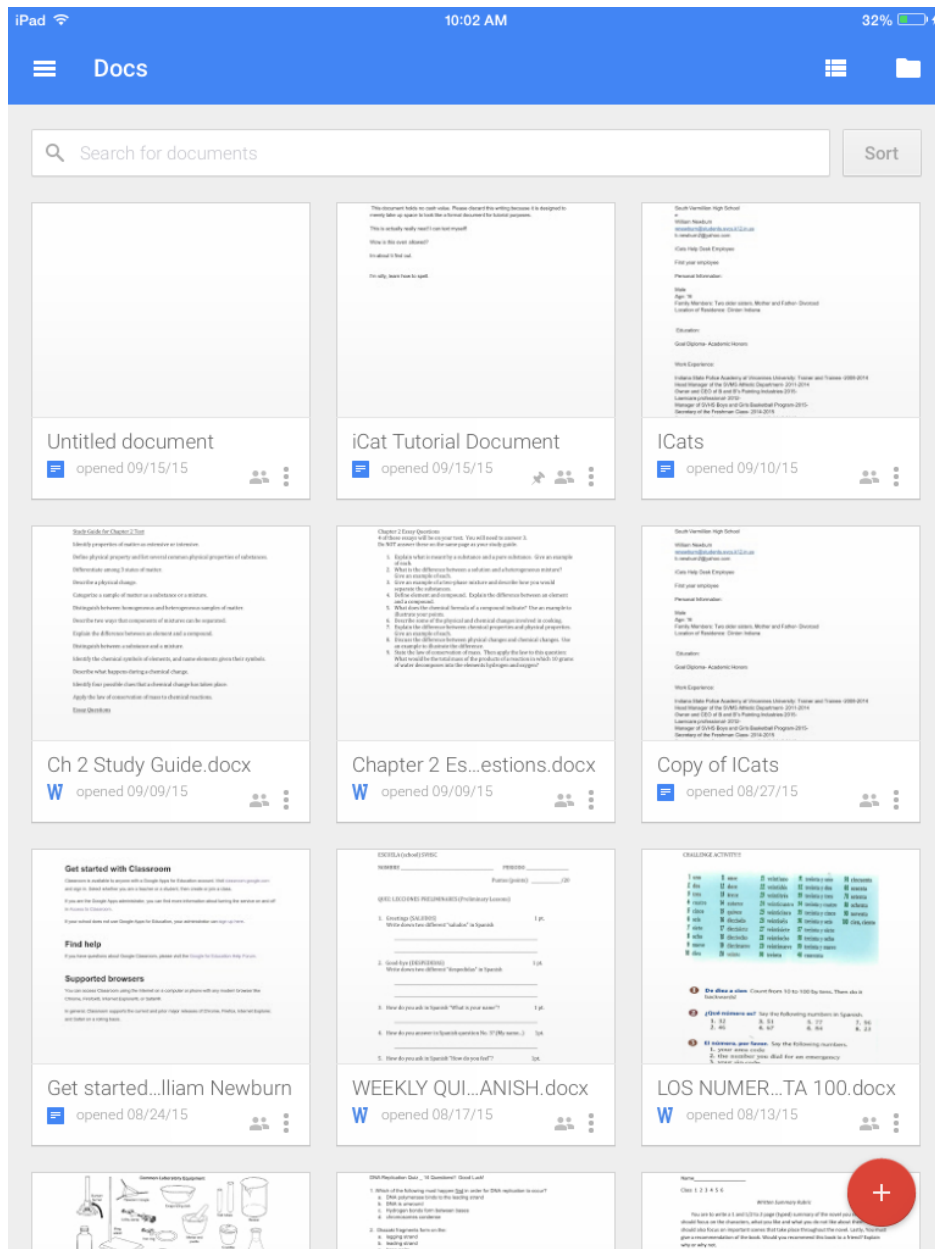


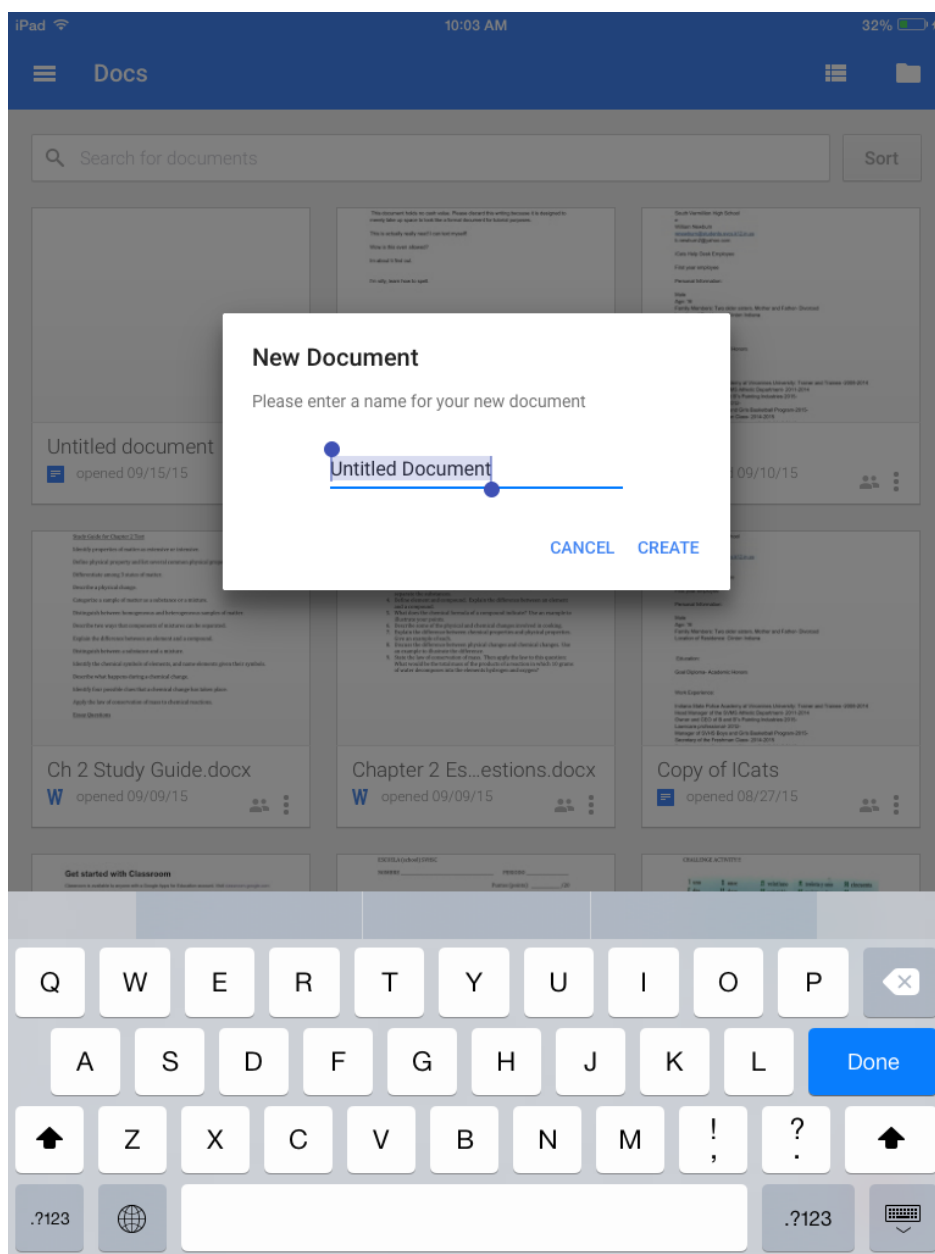
## How to Create a Document in Google Docs and Share the Document With Others



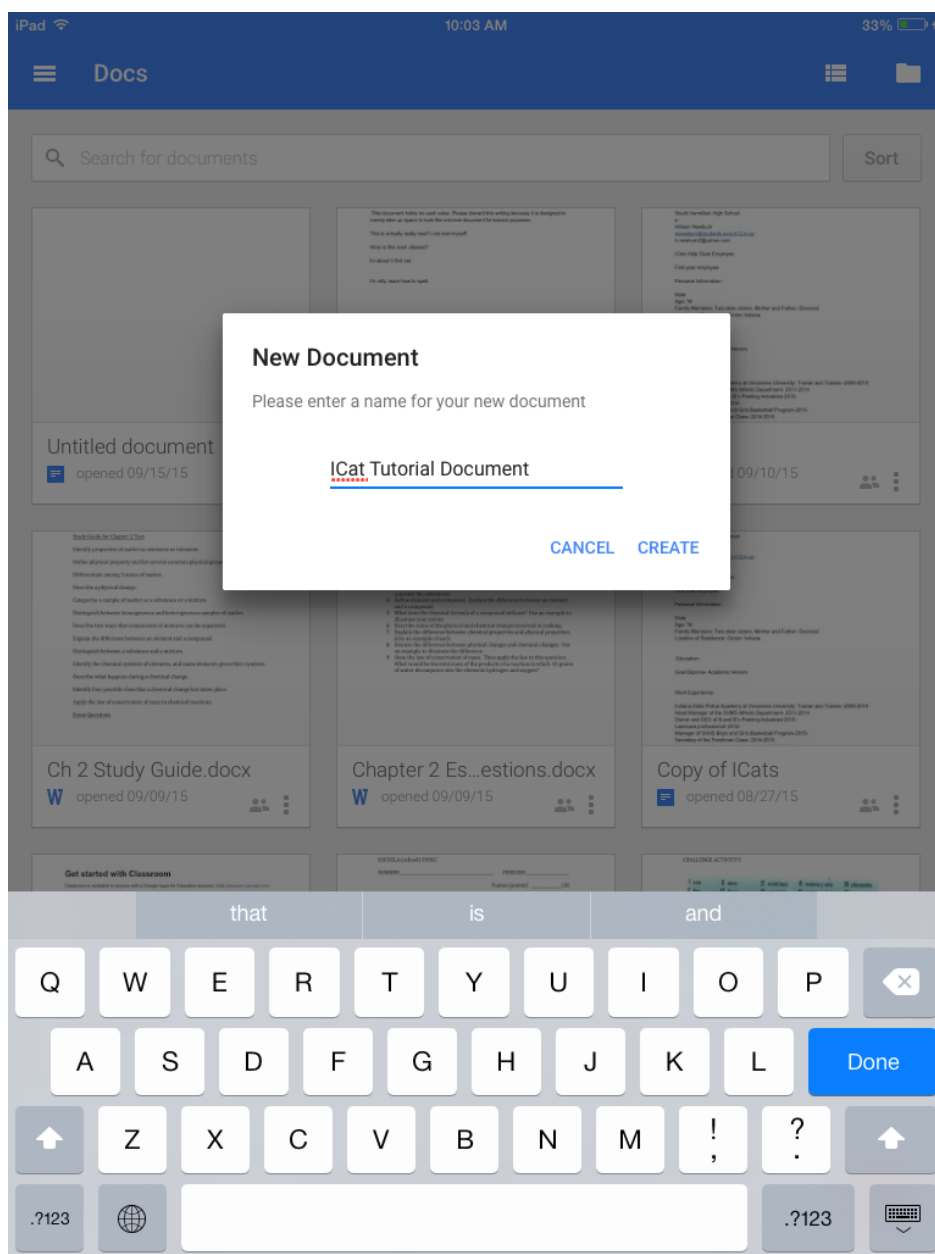
- Make sure the Google Docs App is downloaded from the app portal prior to following these steps.
- Locate the Google Docs App on your screen. Click the App.



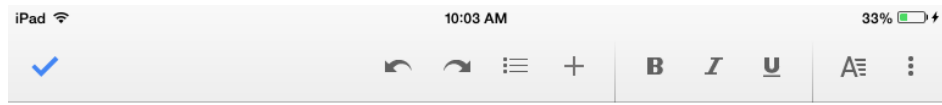
- Locate the red circle containing a + symbol at the bottom right hand corner of the screen.
- Click the Icon.



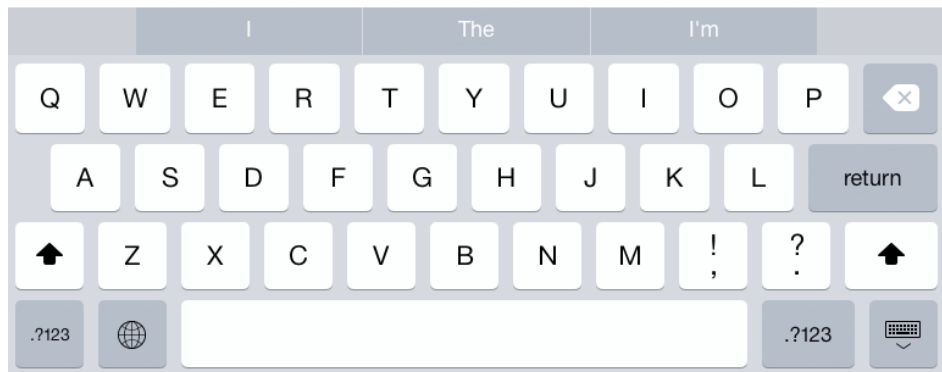
- Title your Document.



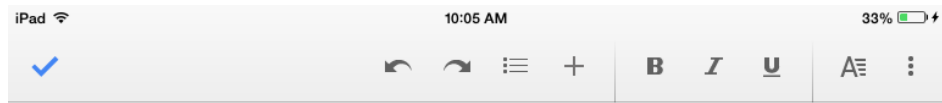
- Click Create.



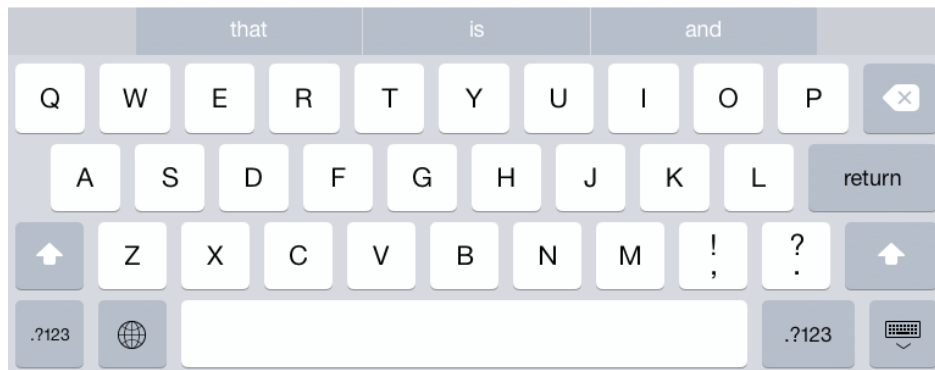
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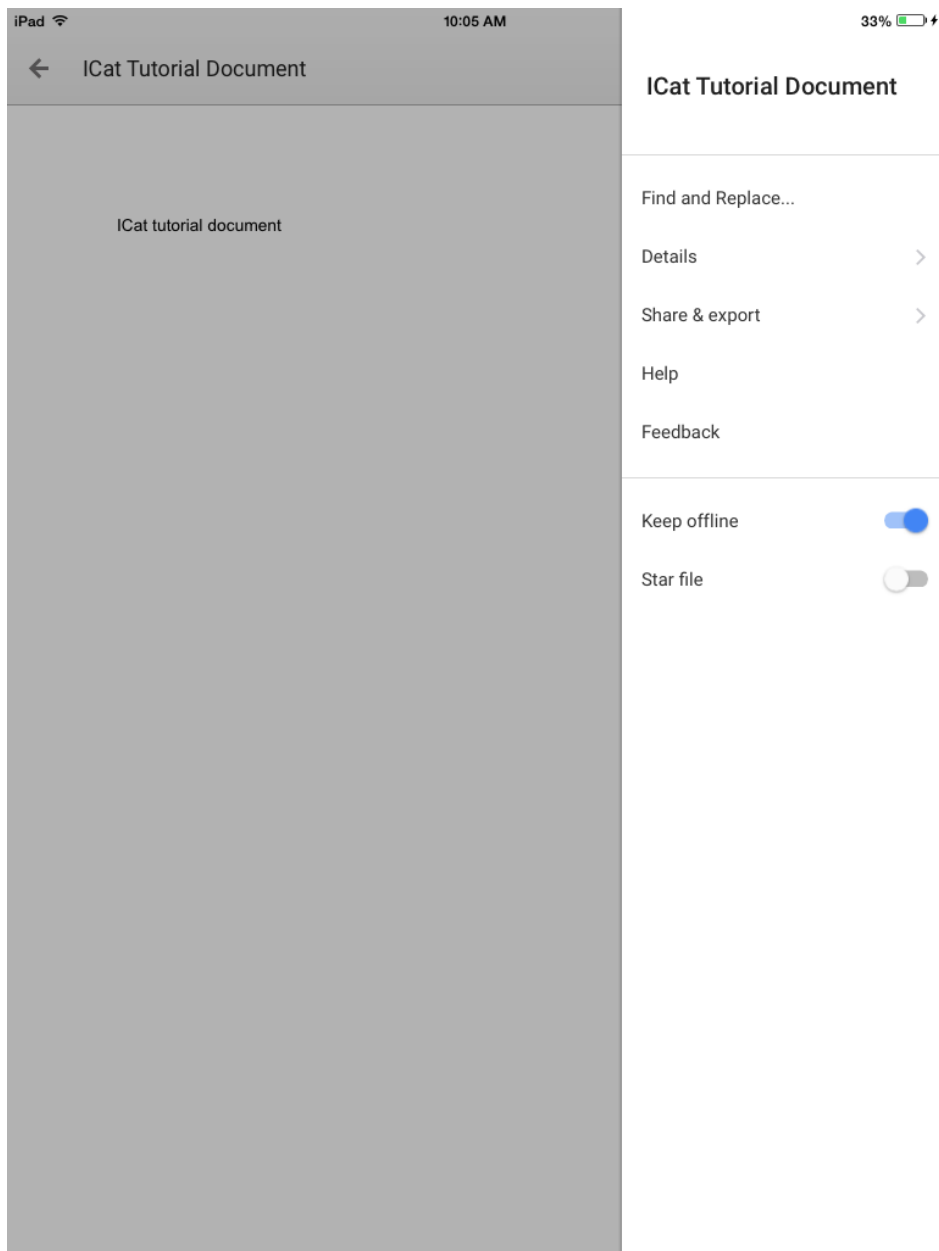
-Type your document.



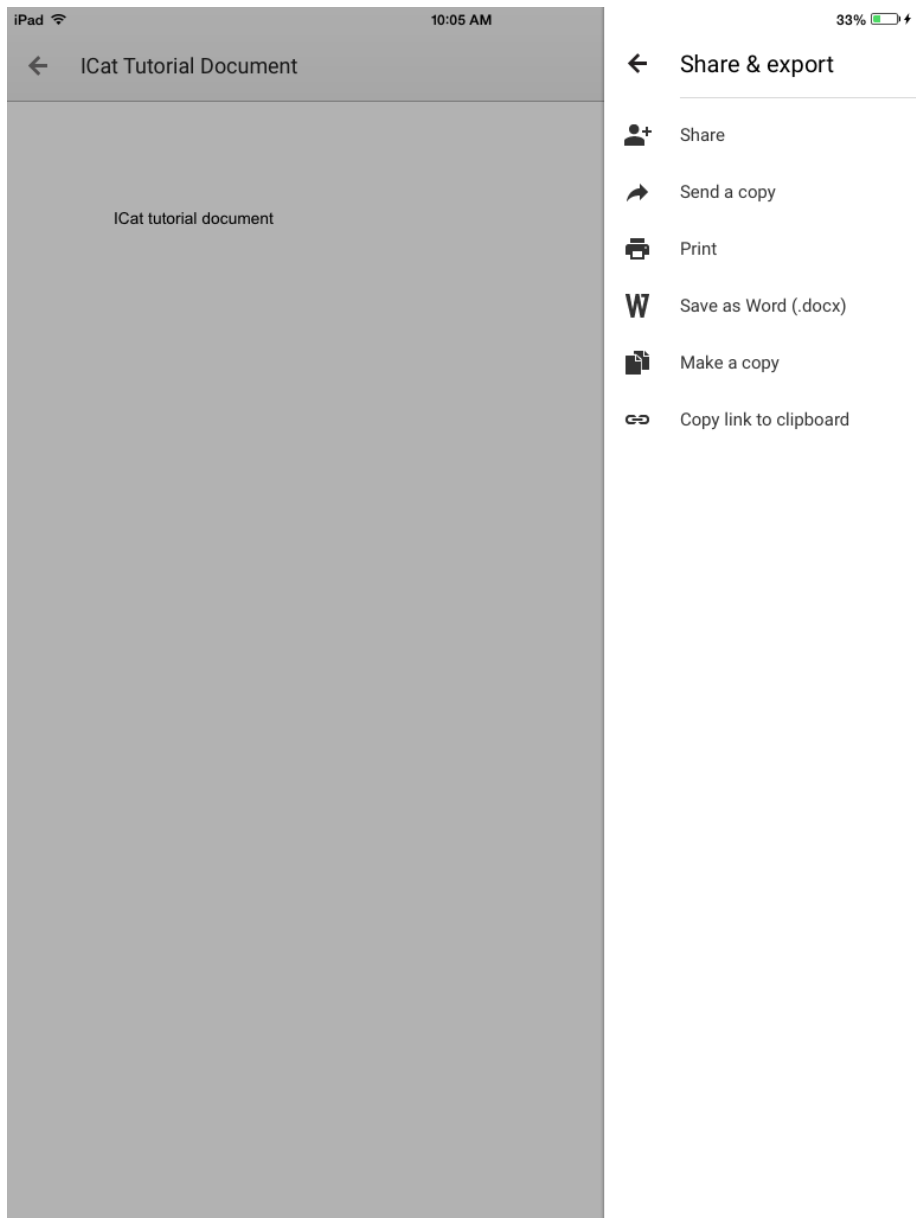
ICat tutorial document



- To Share the Document, locate the three dots icon at the upper right hand corner of your screen.
- Click the icon.

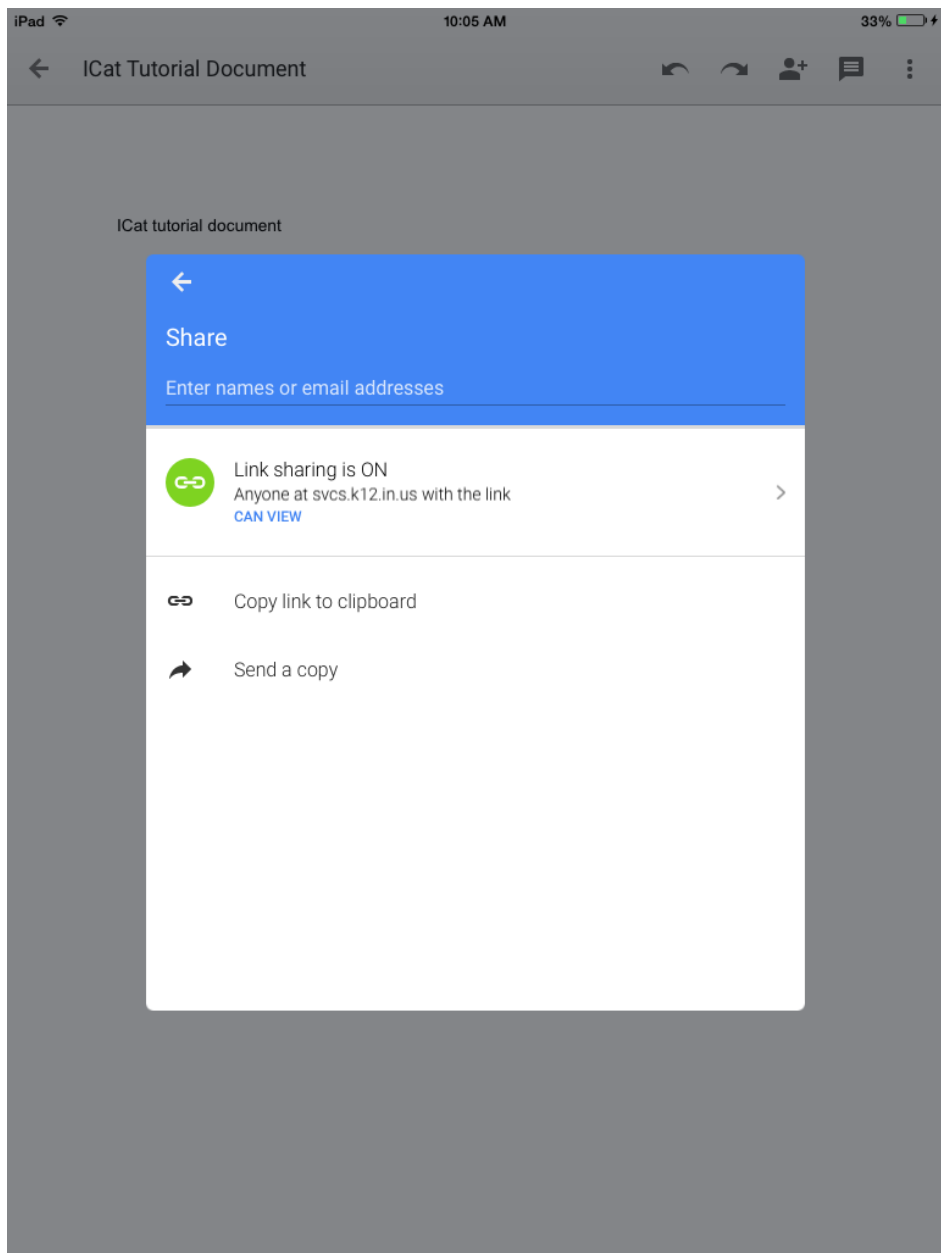


- Click Share and Export.

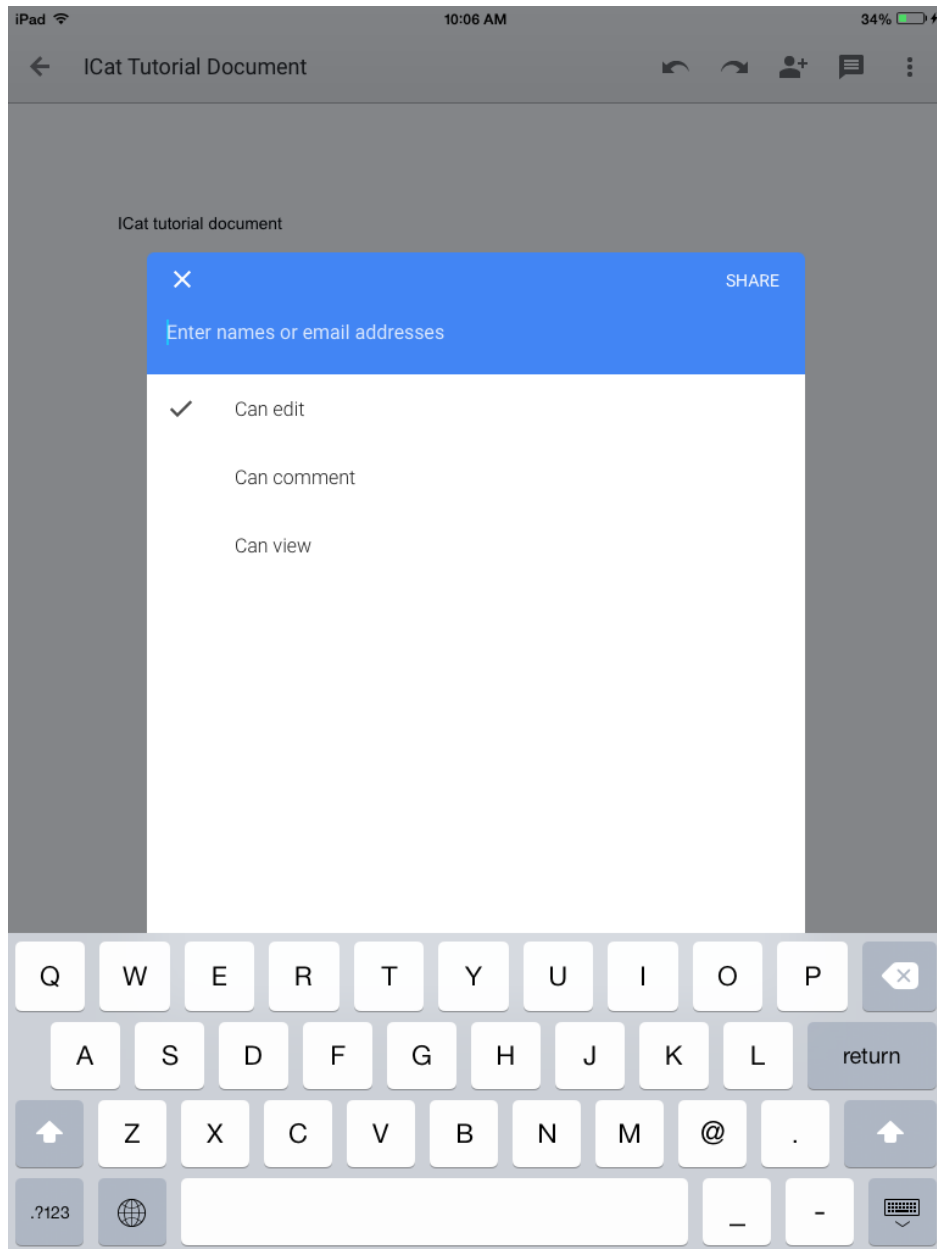


- Click Share.

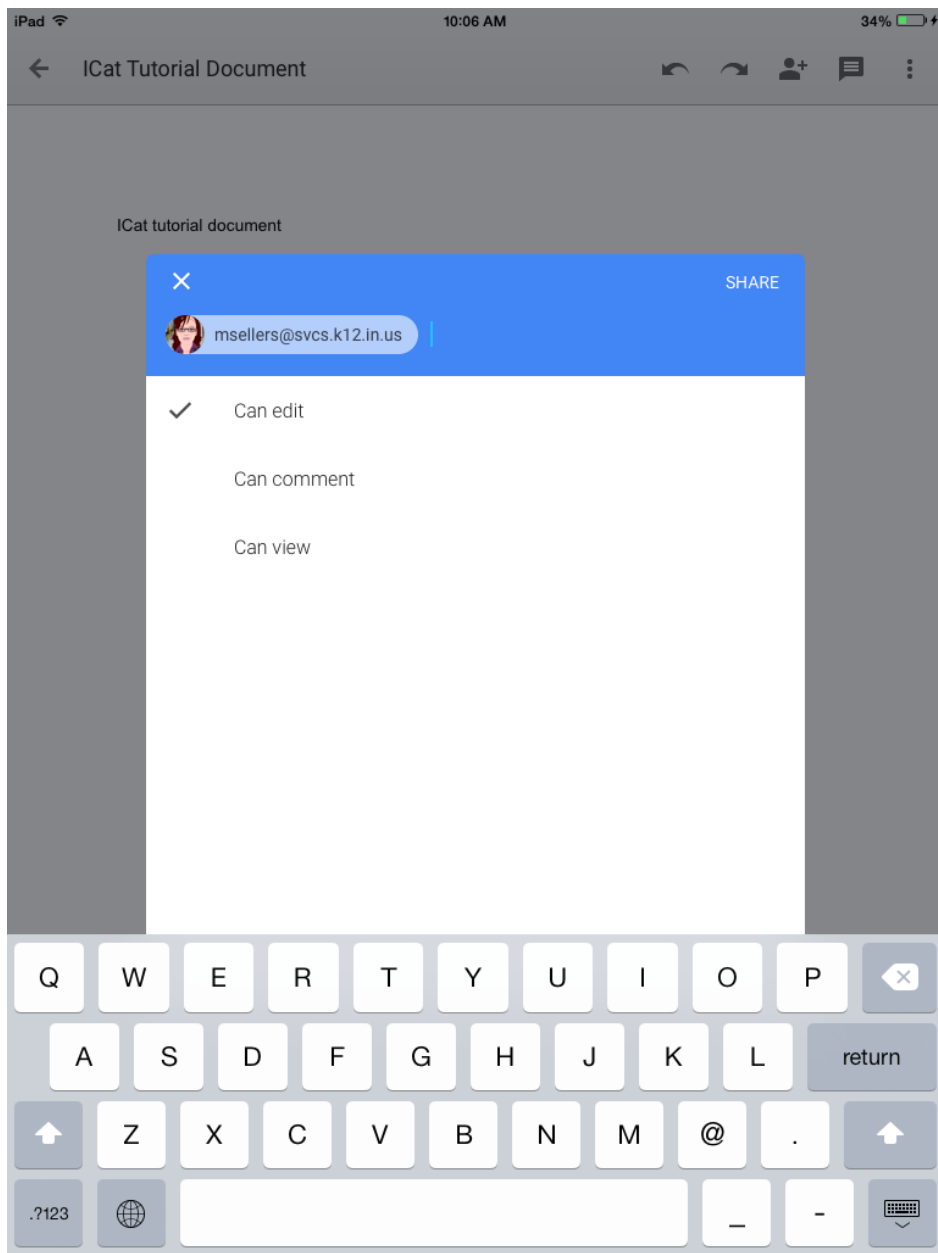




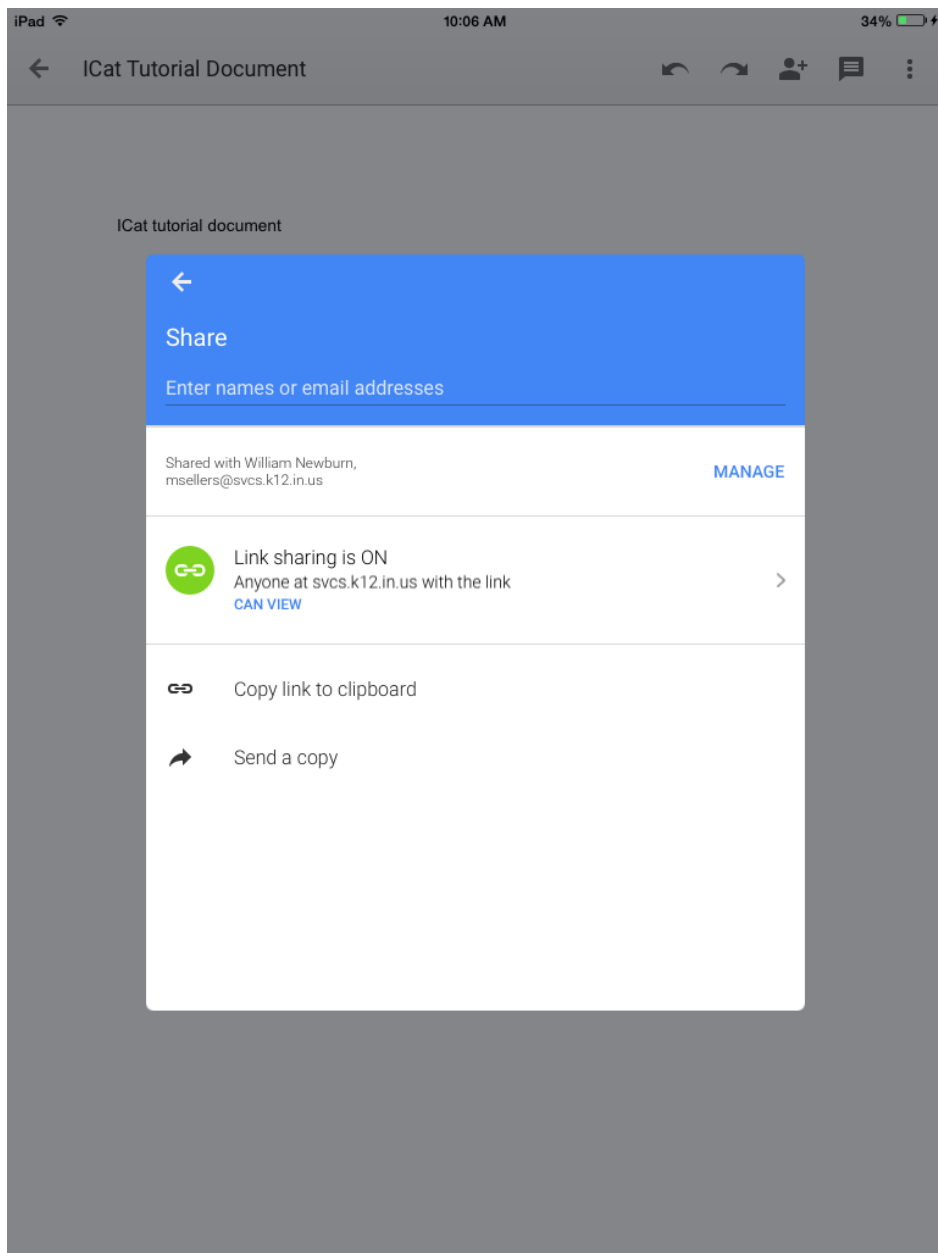
- Click enter the names or email addresses.



- Type the names or email addresses of the people you are sending to.



- Click Share.



- That person or people now have the document.